

2	Behavior (Safe Schools) Data Entry		
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Description	Behavior Management Tool should be utilized to document behavior incidents, behavior events, behavior resolutions and behavior responses.		
Data Standard Reg sites, data use, etc.	<ul style="list-style-type: none">• KRS 158.444 – reporting of discipline to KDE• KRS 158.148 – student discipline guidelines and model policy• KRS 158.156 – victim of a violation of any felony offense• KRS 525.070 – harassment• KRS 525.080 – harassing communications• 704 KAR 7:160 – Restraint and Seclusion		
How is data used	<ul style="list-style-type: none">• Safe Schools Reporting will be used for public reporting, EDEN federal reporting and OEA (Office of Education Accountability) requirements.• Kentucky’s School Report Card• Monitoring and reporting of Restraint and Seclusion		
Noted Changes for current year	Behavior Response module added to collect Restraint and Seclusion required data elements Restraint and Seclusion Custom Tab will no longer be used beginning with the 2014-15 school year. User security to this tab should be restricted to read-only for historical purposes.		
Available Ad-Hoc & Reports	Updated ad-hoc reports will be developed by KDE and published to districts.		
Available Training	Various trainings will be posted via KDE’s Safe Schools website		
2A	Behavior Administration		
Campus Path:	Behavior Admin Resolution Types		
These tasks should be done in the summer before school starts and data entry of behavior events are entered into the system.			
Appropriate local district resolution codes should be mapped to State Resolution Codes for reporting purposes:			
<ul style="list-style-type: none">❖ SSP1: Expelled with Services❖ SSP2: Expelled without Services❖ SSP3: Out of School Suspension❖ SSP5: Corporal Punishment❖ SSP7: Restraint❖ SSP8: Seclusion❖ INSR, In-School Removal – any district resolution type in which student is removed from his/her normal educational environment during instructional time, i.e., ISAP, ISS, In School Detention, Alternative Classroom, Alternative Program within the district, etc...			
2014-15 Safe Schools Extract will include all student behavior events with a resolution which is mapped to a state resolution code.			
Calendar = 14-15 Schools = All Schools			
<div>Year <div>14-15</div> School <div>All Schools</div></div>			
PATH: Behavior Admin Resolution Types			
➤ Select local resolution type			

Behavior Resolution Type Editor				
Code	Name	Alignment	Start Date	End Date
	CONFERENCE WITH STUD	Discipline	08/10/2006	
	Constructive Assignment	Discipline	08/10/2006	
SSP5	Corporal Punishment	Discipline	08/10/2006	
SSP2	Expelled, Not Receiving Services	Discipline	08/10/2006	
SSP1	Expelled, Receiving Services	Discipline	08/10/2006	
INSR	IN-HOUSE SUSPENSION	Discipline	08/10/2006	
SSP6	Law Only	Discipline	08/10/2006	

- Select appropriate State Resolution Code (mapping)

State Resolution Code (Mapping)

In-School Removal

No State Resolution Code (Mapping)

In-School Removal

Expelled, Receiving Services

Expelled, Not Receiving Services

Out of School Suspension

Corporal Punishment

Restraint

Seclusion

- Save

2B

Incident Detail Information

Campus Path: Behavior | Behavior Management Tool

As in other areas of the behavior management tool, do not include other student's names in any of the details as this data could be printed or viewed in other areas of the program.

Step 1 Data Entry: Incident Detail Information

An incident is a group of behavior events linked by time and proximity. Events do not have to be related nor have the same participants to be grouped together in an incident. So there could be multiple events attached to one incident.

Incident Detail Information

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required information is entered.

Must mark Complete!

Status: Complete

Submitted Date:

Submitted By:

*Alignment: Discipline

*Date of Incident: 07/03/2014

*Time of Incident: 03:09 PM

Damages: \$

Context:

Context Description:

*Behavior Event Location: SSL1: Classroom

Location Description:

Status: Select from the drop list the status of Incident detail

- In Progress
- Complete

NOTE: Status must be marked complete for the incident/event/resolution to appear on the student behavior tab AND for all reporting purposes.

Submitted by: Select from the drop list the staff that reported the behavior incident detail

Alignment: Select from the drop list the type of incident

- Discipline (*negative*)
- Award (*positive*)

Title: Enter a brief description of incident as a whole, i.e., Fight at Assembly, if left blank, the first Event Type selected will default as value when incident saved

Date of Incident: Enter the date the incident occurred. This field defaults to the date the record is created.

Time of Incident: Enter the time the incident occurred. This field defaults to the time the record is created.

Context: Select from the drop list the context of the incident

- SS: School sponsored event, during school hours

The discipline incident occurs in a school setting OR while a student is under the authority of the school/district AND between the time the bell rings in the morning and the bell rings in the afternoon

EXAMPLES: incident occurs during instruction in the classroom; Incident occurs during lunch in the cafeteria; Incident occurs in the gym during a Pep Rally; Incident occurs on a field trip

- SN: School sponsored event, not during school hours

The discipline incident occurs in a school setting OR while a student is under the authority of the school/district AND before bell rings in the morning or after bell rings in the afternoon OR on non-instructional days

EXAMPLES: Incident occurs during a home football game; Incident occurs at a school fall festival; Incident occurs on the school bus; incident occurs at an away football game in which student was transported by the school or under authority of school personnel

- NS: Non-school sponsored event, during school hours

The discipline incident occurs off school campus AND between the times the bell rings in the morning and the bell rings in the afternoon

EXAMPLES: Incident occurs off campus during the time the student is supposed to be in attendance at school

- NN: Non-school sponsored event, not during school hours

The discipline incident occurs off school campus AND before bell rings in the morning or after bell rings in the afternoon OR on non-instructional days

EXAMPLES: Incident occurs at an away football game by a student that at the time of the incident is not under the authority of the school/district; incident occurs such as student uses home computer to harass another student from home in the evening

Behavior Event Location: Select from the drop list the location in which the incident occurred (NOTE: this field is now a required field)

- SSL1: Classroom
- SSL2: Bus
- SSL3: Hallway/Stairwell
- SSL4: Cafeteria
- SSL5: Campus Grounds
- SSL6: Off-Campus
- SSL7: Restroom
- SSL8: Gymnasium
- SSL9: Office
- SSL10: Athletic Field
- SSL11: Playground
- SSL12: Field Trip
- SSL13: Other

SSL9-SSL13 New for 2014-15,
districts will no longer be able to
add or edit the drop list options

2C

Event and Participant Detail

Campus Path: Behavior | Behavior Management Tool

Step 2 Data Entry: Events and Participants Detail

Add Event/Participant

Event Details

*Event Type:

Event ID: 19527

Call Police ☐ Arrest ☐ Violence Indicator ☐ School Resource Officer ☐

Gang Related ☐ Civil Proceedings ☐ Charges ☐

Law Violation

Board Violation

Participant Type

Event Type: Select from the drop list the local event type

Call to Police: Select checkbox if event resulted in a call to police

Arrest: Select checkbox if event resulted in an arrest

Charges: Select checkbox if event resulted in charges being filed

Gang Related: Select checkbox if event was gang related

Civil Proceedings: Select checkbox if event resulted in civil proceedings

School Resource Officer: Select checkbox if event involved a School Resource Officer

Events that result in a state resolution **MUST** have a law or board violation selected.

Safe Schools extract will include **all** incidents of assault, violence, use of weapons, alcohol, drugs, controlled substance (tobacco use), bullying and harassment **regardless of event resolution**. Law and board violations that are **highlighted** below are reportable to KDE and will generate counts on the annual School Report Card.

Law Violation: Select from the drop list the law violation if applicable; codes **highlighted** below will be reportable to KDE

Code	Code Description	Code	Code Description
11	Criminal Homicide	1842	Amphetamines Distribution
20	Forcible Rape	1851	Barbiturates Possession and Use
30	Robbery	1852	Barbiturates Distribution
50	Burglary	1861	Heroin Possession and Use
60	Larceny - Theft	1862	Heroin Distribution
70	Motor Vehicle Theft	1871	Cocaine/crack Possession and Use
*75	Kidnapping	1872	Cocaine/crack Distribution
*80	Destruction of Property	1881	Prescription drugs Possession and Use
90	Arson	1882	Prescription drugs Distribution
*95	Trespassing	1891	Inhalant Possession and Use
100	Forgery	1892	Inhalant Distribution
110	Fraud	190	Gambling
120	Embezzlement	210	DUI
130	Stolen Property	230	Under Influence
140	Vandalism	240	Disorderly Conduct
151	Weapon - Handgun	260	Other
152	Weapon - Rifle	280	Loitering
153	Weapon/Other Firearm	301	1st Degree Assault
154	Weapon - Other	302	2nd Degree Assault
160	Prostitution	303	3rd Degree Assault
171	Indecent Exposure	304	4th Degree Assault
172	Statutory Rape	305	Menacing

174	Sexual Assault (Unwanted touching in a sexual manner)	306	Felony Wanton Endangerment
1801	Other Drug Possession and Use	307	Misdemeanor Wanton Endanger.
1802	Other Drug Distribution	308	Felony Criminal Abuse
1811	Alcohol Possession and Use	309	Misdemeanor Criminal Abuse
1812	Alcohol Distribution	310	Terroristic Threat
1821	Marijuana/hashish Possession and Use	320	Terroristic - Bomb
1822	Marijuana Distribution	330	Terroristic-Ch/Bio/Nuc
1831	Hallucinogenic Possession and Use	340	Felony Stalking
1832	Hallucinogenic Distribution	341	Misdemeanor Stalking
1841	Amphetamines Possession and Use	350	Harassing Communications

Board Violation: Select from the drop list the board policy violation if applicable; codes highlighted below are reportable to KDE

Code	Description	Code	Description
1001	Cheating	5001	Fighting - Student to Student (physical aggression)
1002	Dress Code Incident	5002	Fighting - Student to Staff (physical aggression)
1003	Leaving Campus	5003	Fighting - Student to Other (physical aggression)
1004	Skiping Class	60	Inappropriate Sexual Behavior
1005	Skiping School	70	Profanity or Vulgarity
1006	Tardy to Class	8001	Bullying
1007	Truancy	8002	Harassment
1008	Signing Parent/Staff Note	8003	Threatening Staff
1009	Stealing	8004	Verbal Abuse
1010	Failure to follow staff instructions	8006	Threatening another Student
1011	Disrespectful Behavior	9001	Smoking
1012	Inappropriate Use of District/School Technology	9002	Chewing
1013	Violation of Personal Electronic/Telecommunication Device	9003	Tobacco - Other
1014	Look-alike drug possession, distribution	*9004	Alternative Nicotine Product
2001	Disruptive Behavior	*9005	Vapor Product
2002	Bus Disturbance	998	Other
40	Failure to Attend Detention	110	Dangerous Instruments (carrying or use)

*Will be added to Infinite Campus in a future release

Participant(s) Details
☐
Show Details

Add Participant

Filter:

Students
Students
School Employees
All People

Student Name or Complete Student Number:

Search for Participant

Filter: Current Student, School Employees or All People

Participant Name: Search for participant by last name

Participant(s) Details

☒ (Gender: F Grade: 11 Age: 17) ☐ Display on Portal

Role: Demerits *Relationship to School

Offender 0 1: Current Student

Injury Injury Description Medical Service Provided:

1: No Injury

Details:

Role: Select from the drop list the role the participant played in behavior event

- Offender
- Participant
- Victim
- Witness

Relationship to School: Select from the drop list the appropriate participant relationship to the school in which the event occurred

Enter the participant detail for each participant of the event; this will write the event/resolution information to the student's behavior tab.

2D Resolution Detail

Campus Path: Behavior | Behavior Management Tool

Step 3 Data Entry: Resolution Detail

Data is reported to KDE for Safe Schools Reporting on resolution types that are mapped to the following state codes:

- SSP1, Expelled with Services
- SSP2, Expelled without Services
- SSP3, Out of School Suspension
- SSP5, Corporal Punishment
- SSP7, Restraint
- SSP8, Seclusion
- INSR, In School Removal

Resolution Details

*Resolution Type:

Resolution Assign Date: 07/03/2014
 Resolution Start Date: 07/03/2014
 Resolution Start Time: 9:21 AM
 Resolution End Date: 7/3/2014
 Resolution End Time: 3:05 PM

Duration in School Days:

Behavior Admin Staff Name

Details:

*Apply To:
 DISRESPECT TOWARD ADULTS
☒

Resolutions mapped to a state code must have a start date/time and an end date/time entered to save the record

Resolution Type: Select from the drop list the appropriate resolution for specified participant in specified event

NOTE: Selection of SSP7: Restraint or SSP8: Seclusion requires additional data elements to be entered into the Behavior Response Detail (*Reference Behavior Response Standards Section 2E below*)

Resolution Assign Date: Enter the date the resolution was assigned to participant

Resolution Start Date: Enter the date the resolution begins

Resolution Start Time: Enter the time the resolution begins; verify the correct AM or PM designation

NOTE: The Resolution Date and Time default to the date/time the record is created, record should be updated to reflect the actual date/time the resolution begins.

Resolution End Date: Enter the date the resolution ends

Resolution End Time: Enter the time the resolution ends; verify the correct AM or PM designation

NOTE: If a resolution ends at the close of a specified school day, then the end date and time should be the close of school that day, not the beginning of school the next day.

Apply To: Select checkbox for participant in which resolution should be applied.

NOTE: If a student with an IEP is serving an In-School Removal, then the Admission and Release Committee (ARC) determines placement of alternative setting, you must update the behavior resolution **end** date and time to the date and time the ARC made this determination.

2E Response Detail Documentation of Restraint or Seclusion

Campus Path: Behavior | Behavior Management

Step 4 Data Entry: Behavior Response

Add Behavior Response

If resolution of SSP7 or SSP8 is selected, behavior response record is required.

- Behavior response missing

Seclusion (Resolution ID: 21886)

Response Details:

Response Details

*Response Type

BR01: Control position restraint
BR02: Kneeling position restraint
BR03: Other
BR04: Release / escape (self-protection) restraint
BR05: Seclusion
BR06: Standing position restraint
BR07: Transport position restraint

Response Type: Select the appropriate technique used during the restraint:

- BR01: Control position restraint
- BR02: Kneeling position restraint
- BR03: Other
- BR04: Release/escape (self-protection) restraint
- BR06: Standing position restraint
- BR07: Transport position restraint
- BR05: Seclusion (use only if Resolution SSP8 selected)

Create a new behavior response for each response. If the technique changes during the SAME response, describe in the Response Details textbox.

Response Date	*Response Start Time	*Response End Time	Duration
07/03/2014			

Response Date: Date will auto-populate from the Date of Incident field

Response Start Time: Enter the start time of the response

Response End Time: Enter the end time of the response

Duration: Duration will auto-calculate based on the Response Start and End Time entered

Pre-Response Interventions:

☐ Provide space ☐ Provide a specific direction ☐ Provide reminders

☐ Teach standard consequence

Pre-Response Interventions: Select the behavioral intervention(s) used immediately prior to implementation of restraint or seclusion **User can choose multiple interventions**

- | | |
|---------------------------------------|--------------------------------------------------|
| PRI01: Assigned seats | PRI15: Provide reminders |
| PRI02: Behavior momentum | PRI16: Provide space |
| PRI03: Communicate concerns w/student | PRI17: Provide warning and correction |
| PRI04: Independent activities | PRI18: Recognize and respond to behavior |
| PRI05: Involve students in the plan | PRI19: Redirect |
| PRI06: Modify task | PRI20: Relaxation strategies |
| PRI07: Opportunities to respond | PRI21: Schedules/routines |
| PRI08: Physical arrangement | PRI22: Speak privately to student |
| PRI09: Positive direction and limits | PRI23: Specific/concrete directions |
| PRI10: Present options | PRI24: Teach appropriate behavior |
| PRI11: Problem solving | PRI25: Teach standard consequence |
| PRI12: Prompting/cueing | PRI26: Teacher proximity |
| PRI13: Provide a specific direction | PRI99: Other – describe in pre-response text box |
| PRI14: Provide choices | |

Pre-Response Actions: (For Restraint or Seclusion, document an account of the actions, by the involved students and staff, which led to this response. Include a description of any events leading up to the response, the effectiveness of any Pre-Response Interventions and how the student's behavior posed danger or harm.)



Pre-Response Actions - Enter the following information into the textbox:

- Document an account of the actions by involved students and staff before the response
- Describe events leading up to the response, including possible factors contributing to the dangerous behavior
- Document the effectiveness of any Pre-Response Interventions
- Describe how the student's behavior posed an imminent danger of physical harm to self or others

Response Details: (For Restraint or Seclusion, document an account of the student's behavior during the response, how school personnel responded to the dangerous behavior, interactions between the student and school personnel during the response and the effectiveness of this response type.)



Response Details – Enter the following information into the textbox:

- Document an account of the student's behavior during the response
- Describe how school personnel responded to the dangerous behavior
- Document interactions between the student and the school personnel during the response
- Document the effectiveness of this response type

Post-Response Actions: (For Restraint or Seclusion, document an account of the involved students and staff following the response. Include a description of the effectiveness this response had in deescalating the situation as well as any planned positive behavior interventions that could reduce the need for a restraint or seclusion response in the future. If the student is not identified as eligible under 504 or IDEA, document a referral or why declining to refer. Document all people notified about this response as well as the date, time and attendees of any follow-up debriefing sessions.)



Post-Response Details – Enter the following information into the textbox:

- Document an account of the student and staff following the response
- Document the effectiveness this response had in deescalating the situation
- Describe the planned positive behavioral interventions which shall be used to reduce the future need for restraint or seclusion of the student
- Document a referral to Program 504 or IDEA, if student not previously identified
- Describe basis for declining to refer the student to Program 504 or IDEA, if applicable
- Enter the Date the Parent Notified and Method of Notification
- Enter de-briefing session date, time and attendees
- Document any follow-up debriefing sessions

Student Details

☒ Student was injured during the response

*Describe any injuries to the student.

*Injury Severity

*Apply To:

DISRESPECT TOWARD ADULTS

☒ Guardian Contacted

*Date

07/15/2014

*Time

Contact Name

Details

Student was injured during the response: Selecting this indicator will prompt two required fields

Describe any injuries to the student: Describe injuries to student related to the restraint or seclusion

Injury Severity: Select from the drop list the severity of the injuries to the student

- 01: Minor
- 02: Severe: Extreme Physical Pain
- 03: Severe: Loss or Impairment of Function
- 04: Severe: Protracted & obvious disfigurement
- 05: Severe: Substantial Risk of Death
- 06: Severe: Death

Apply To: Select student in which to apply Behavior Response

Guardian Contacted: Indicate that the guardian was contacted, this will open additional fields to complete

Date: Enter the date the guardian was contacted

Time: Enter the time the guardian was contacted

Contact Name: Enter the name of the guardian contacted

Details: Enter any details discussed during the contact, such as the method of contact

Participant(s) Details

Only participants in the response should be added to this section. Response participants are defined as the people who are restraining the student, assisting in the restraint or observing the restraint or seclusion.

Add Participant

Filter:

Participant Name:

Search

Save

Search and add all participants involved in the behavior response

NOTE: Do not add other students as participants to a response, all participants currently print on the offender's behavior detail report and this is a violation of FERPA. KDE has an open case with IC and the issue will be resolved in

a future release.

Role

- P1: Staff Primary/Lead
- P2: Other Primary/Lead
- P3: SRO Primary/Lead
- P4: Student Primary/Lead
- S1: Staff Secondary
- S2: Other Secondary
- S3: SRO Secondary
- S4: Student Secondary
- O1: Staff Observer
- O2: Other Observer
- O3: SRO Observer
- O4: Student Observer

Select the Role of the Participant from the drop list

Name ☒ (Gender: M) **Role** ☒ Participant was injured during the response

***Describe any injuries to the participant.**

***Injury Severity**

Participant was injured during the response: Selecting this indicator will prompt two required fields

Describe any injuries to the participant: Describe injuries to the participant related to the restraint or seclusion

Injury Severity: Select from the drop list the severity of the injuries to the participant

- 01: Minor
- 02: Severe: Extreme Physical Pain
- 03: Severe: Loss or Impairment of Function
- 04: Severe: Protracted & obvious disfigurement
- 05: Severe: Substantial Risk of Death
- 06: Severe: Death